

POLICE LIEUTENANT

Definition

Under direction, plans, organizes and supervises a bureau, directs special activities in a unit of bureau, serves as an Operations Commander or serves in the Office of the Chief of Police and performs law enforcement duties in the protection of life and property.

Distinguishing Characteristics

Police Lieutenant is the program coordinator level in the police series. Incumbents supervise and direct the day-to-day activities of a single bureau, direct special activities in a unit of a bureau, serve as an Operations Commander or serve in the Office of the Chief of Police. This class is distinguished from Police Sergeant in that the latter is the first-line supervisory level in the police series. It is distinguished from Police Captain in that incumbents of the latter are managers of a bureau or several sections or units, or serve as a District Commander. A Police Lieutenant may assume full command responsibility for the operations of a bureau or division in the absence of a Police Captain or a Deputy Chief.

Typical Duties

(May include but are not limited to the following)

Manages, assigns, supervises, inspects, reviews, and is responsible for the safety of subordinate personnel.

Enforces departmental rules, regulations and standing orders.

Manages and supervises subordinates in police patrol work, traffic control, narcotics, criminal investigations, administrative investigations, crime prevention, youth programs, and other areas as assigned.

Confers with other members of the Police Department, citizens, city officials, representatives of business and industry, and officers from other law enforcement agencies relative to specific police problems, policies and procedures and makes recommendations concerning such problems, policies and procedures.

Manages and coordinates major and/or difficult investigations or specialized police operations.

Develops plans for new or unusual circumstances, emergencies and special events, and makes recommendations for improvements to existing plans and procedures.

Performs related duties as required.

Knowledge, Skills, Abilities

(The following are a representative sample of the KSA's necessary to perform the duties of the class)

Knowledge of the rules, regulations, policies and procedures of the Fresno Police Department.

Knowledge of modern police administrative and management practices including, but not limited to, budgeting, policing by objectives, community-based policing, problem-oriented policing and developing program objectives and action plans.

Knowledge of pertinent laws and ordinances, including those of the Municipal Code and the Administrative and Personnel Manuals of the City of Fresno.

Knowledge of physical layout of the city and location of important buildings and structures.

Ability to supervise, train, and review the work of Sergeants and other subordinate personnel.

Ability to initiate, administer, manage, and evaluate special police programs and projects.

Ability to communicate effectively with the public, city officials, and other employees and to establish and maintain effective working relationships.

Ability to prepare completed staff work.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Criminology, Business Administration, Public Administration, or related field and permanent status and current appointment as a Police Sergeant with the Fresno Police Department with at least three years of continuous service at that rank. Additional experience at the rank of Sergeant may be substituted for the required education on the basis of six months equals 15 units.

Special Requirement(s)

Possession of a valid California Driver's License is required and maintain license the entire term of employment in the job class.

Possess or be eligible to possess a California Peace Officer Standards and Training (P.O.S.T.) Supervisory Certificate.

APPROVED: _____
Director

DATE: _____

Police Lieutenant
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